

**Non-Tenure Track  
Promotion**

**February 1**

Notify Department Chair and Chair of the Rank & Tenure Committee of intent to submit dossier for promotion by the October 1 deadline.

**April 1**

Submit at least 5 names each of external and internal (colleague) evaluators to department chairperson.

**October 1**

Promotion dossier due to R&T Committee. Department chairperson will include his/her review letter with all external/internal letters (as applicable). Original and 7 copies are submitted.

**November 1**

R&T Committee evaluations are due to the Dean.

**December 1**

Dossiers are due to the Office of the Provost.

**Tenure - Track  
Tenure and Promotion**

**Tenure Only**

**One Year Prior to Submission Date -**

Tenure track faculty submit materials in the fall semester of their sixth year. All eligible faculty, his/her department chairperson and Chair of R&T Committee will be notified by the Dean's Office.

**Tenure Only**

**One Year Prior to Submission Date**

Following consultation with department chairperson, faculty seeking consideration for tenure and promotion before the sixth year notifies Chair of R&T Committee copied to department chairperson.

**Promotion Only**

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## Standard Dossier Composition

<b>Table of Contents</b>	
<b>Cover Sheet</b>	
	<ul style="list-style-type: none"> <li>As provided by the Office of the Provost</li> <li>Faculty Affairs – Dossier Cover Sheets</li> </ul>
<b>Workload Summary</b>	
	<ul style="list-style-type: none"> <li>Percent workload units assigned to scholarship, teaching, service, and administration. <i>This information will be provided by department chair. Candidate consulted.</i></li> </ul>
<b>Midpoint Review</b>	
	<ul style="list-style-type: none"> <li>A copy of the DCHS Rank and Tenure Committee’s Midpoint Review (as applicable) will be included in the dossier. Midpoint reviews are voluntary for promotion in rank to Professor (tenured) and for all promotions among non-tenure track faculty.</li> <li><b>Chair comment/summary letter – a new part of the Midpoint Review</b></li> </ul>
<b>Candidate’s Personal Statement</b>	
	<ul style="list-style-type: none"> <li>Not to exceed 4 single-spaced pages</li> <li>Summary of scholarly achievements to support this promotion.</li> <li>Summary of teaching philosophy and success in student teaching and mentoring (if appropriate) to support this promotion.</li> <li>Summary of service at the department, college or university service to support this promotion,</li> <li>Any relevant works in progress and,</li> <li>Future plans for scholarship, teaching, and/or service.</li> </ul>
<b>Curriculum Vitae</b>	
	<ul style="list-style-type: none"> <li>DCHS Faculty 180 Vita (<b>we are working on this item</b>)</li> </ul>
<b>Department Chair’s Letter of Evaluation</b>	
	<ul style="list-style-type: none"> <li><i>Included by the department chair</i></li> <li>The department chair will include the appropriate form from the Office of the Provost.</li> </ul>
<b>External Letters of Evaluation</b>	
	<ul style="list-style-type: none"> <li><i>Included by the department chair</i></li> </ul>
<b>Colleague Recommendations</b>	
	<ul style="list-style-type: none"> <li><i>Included by the department chair</i></li> <li>The department chair will provide the appropriate form from the Office of the Provost for colleague reviewers to complete.</li> </ul>
<b>Teaching Information</b>	
*Not included in dossier sent to the Office of the Provost	
	<ul style="list-style-type: none"> <li>Summary table (using DCHS TEMPLATE) of each of the courses taught, <u>include percent effort</u> for the last five years or for years of service since last promotion.</li> <li>Brief summary of the following items <u>as relevant</u>:             <ol style="list-style-type: none"> <li>new course preparations, or significant revision of coursework</li> <li>involvement in curricular developments across department, college or university</li> <li>creative or innovative teaching development</li> <li>resources sought out to improve teaching</li> </ol> </li> <li>ACTUAL Course teaching evaluations from the most recent <b>6 semesters</b> of teaching             <ul style="list-style-type: none"> <li><i>Included by the department chair. Candidate consulted</i></li> <li>Evaluations will be provided by the department chairperson will all comments directed towards another faculty member on all team taught courses redacted</li> </ul> </li> </ul>
<b>*Additional Items – Note that these items are also NOT included in dossier sent to the Office of the Provost</b>	
	<ul style="list-style-type: none"> <li>Select copies of publications or creative works (5 maximum)</li> <li>Copies and/or notification of awards (those listed on the CV)</li> </ul>

<b>Rank</b>	<b>Evaluative Letters External Reviewer</b>	<b>Evaluative Letters Internal (Colleague) Reviewer</b>	<b>Student Letters</b> <i>No longer a required element beginning 2019</i>
<b><i>Tenure Track/Tenured</i></b>			
Assistant Professor	2	2	N/A
Associate Professor	2	2	N/A
Professor	3	2	N/A
<b><i>Non-Tenured</i></b>			
Assistant Professor	N/A	2	N/A
Associate Professor	2	2	N/A
Professor	3	2	N/A

## Teaching Assignments

<b>Year</b>	<b>Semester</b>	<b>Course Name and Number</b>	<b>Percent Effort</b>	<b>Total Number of Students Enrolled at the end of the Course</b>	<b>Credit Hours</b>
2018	Fall	DCHS 1111 Intro to Allied Health Professions	100%	35	3
		DCHS 2222 Allied Health Terminology	100%	20	3
2018	Spring	DCHS 4444 Clinic Management	100%	85	2
		DCHS 3333 Global Health Practice	50%	30	3
2017	Fall	DCHS 1111 Intro to Allied Health Professions	50%	35	3
		DCHS 3131 Research in Allied Health	100%	25	4